



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center & Gardens
570 West Avenue Twenty-Six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9934

PUBLIC AFFAIRS COORDINATOR / CONTRACT & GRANTS MANAGER
JOB OPPORTUNITY BULLETIN

This position requires a highly motivated, flexible, creative, and organized individual who is a self starter and can handle an array of tasks, has good judgment in decision making, and can work independently and as part of a team. The job requires the ability to manage multiple projects and varied tasks simultaneously. The ideal candidate will like working with a variety of people in a fast-paced environment, have good database and administrative skills, and will simultaneously be able to execute diverse programs and initiatives including contract administration and special event coordination. The position requires some weekend work and the incumbent must flex hours depending on the timeliness of assigned projects.

RESPONSIBILITIES:

I. PUBLIC AFFAIRS COORDINATOR

Under the supervision of the Director of Public Affairs, the incumbent will be responsible for:

Special Event Planning and Coordination

- Assist with planning and implementation of a wide variety of special events including park opening events and press conferences. This entails working with staff throughout the agency, vendors, community members, and media.
- Coordinate with and develop rapport with elected officials' offices, Board Members, and funding agencies.
- Maintain and develop invite and contact lists and databases of key constituencies.
- Take photos and photo-document events as assigned before and after events
- Organize and maintain event equipment in good working condition before and after events.

Media and Community Outreach

- Assist with media and community outreach, and public relations.
- Proofread and assist with written materials.
- Write and distribute press releases.
- Maintain databases and improve social media outreach of press materials.
- Respond to routine media requests including photos and agency information.

Archive and Database Maintenance

- Maintain all agency archives including databases and actual archive hard files and items in archive room at River Center and other park locations.
- Assist in archiving of historic documents.
- Maintain agency photo archives and develop new photo archives.
- Maintain agency reference material on share drives.
- Scan items as requested.

IT Management

- Maintain inventory of all IT equipment and purchases.
- Maintain database of IT equipment orders, accept delivery and inventory purchased, and requisition items for payment. Work with IT consultant to maintain agency equipment.
- Point of contact for surplus of agency equipment throughout agency.
- Point of contact for distribution of loaner items and other IT tasks.

Website Maintenance and Public Information

- Answer all infoline requests directed at agency websites and direct to appropriate staff as needed.
- Review websites and assist in quality control.
- Serve as webmaster.

Administration, Special Public Information Projects, and other Tasks

- Coordinate mailings and manage other special projects as assigned.
- Assist with production and distribution of agency Annual Report.
- Write correspondence as required.
- Perform administrative tasks as assigned.

II CONTRACT MANAGER

Under the supervision of the Chief of Special Projects/Contracts Officer the incumbent will:

- Prepare all contract documents for the agency and distribute as needed to consultants/contractors and staff for execution.
- Coordinate between project managers, consultants/contractors, and the Contracts Officer for revisions and approvals.
- Maintain contract files, both digital and hard copy, and reconcile periodically for completeness
- Maintain a master database or spreadsheet of agency contracts and amendments.
- Monitor contract compliance including receipt of required insurance documents
- Act as liaison between project managers and finance department to ensure compliance with procurement policy and procedures.

QUALIFICATIONS:

- AA degree or higher preferred. Experience can be substituted for degree.
- Experience in event planning and coordination with elected officials preferred.
- Experience in media and community outreach.
- Familiarity with governmental processes and environmental issues preferred.
- Strong administrative skills.
- Facility with Microsoft Office programs including Word, Excel, Powerpoint
- Excellent internet research skills.
- Excellent oral and written communication skills.
- Excellent organizational ability.
- Capacity to handle multiple tasks and prioritize requests under deadlines.
- Ability to learn and use financial accounting systems and codes.
- Skilled at establishing and maintaining excellent working relationships with coworkers, outside organizations, vendors, and the public.
- Willingness to do what is necessary to get the job done.
- Driving required. Need valid California Drivers License with satisfactory record.

Compensation: \$14.39 Per hour.

Required Hours: Monday through Friday, 8 hours per day, 40 hours per week, will require some flexed weekends.

BENEFITS: Health insurance, life insurance, retirement, vacation, sick leave, and generous holiday schedules.

HOW TO APPLY: Send your resume to: Giovanna.allen@mrca.ca.gov or you may fax to: (323) 843-9838 Attention: Giovanna Allen, Human Resources Specialist. The resume must be received by: 5:00pm on Friday, January 23, 2015

DESCRIPTION OF AGENCY: In 1980, the California State Legislature established the Santa Monica Mountains Conservancy, a state agency, which preserves California's natural resources. The Mountains Recreation and Conservation Authority (MRCA) is a local agency exercising joint powers of the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District. The MRCA retains local jurisdictional powers and is charged with preserving open space in the Santa Monica Mountains region.

The MRCA is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.